

November 15, 2011

PERSONNEL COMMITTEE MEETING MINUTES

At 6:03 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, Barbara Reynolds, and Deborah Christen. Also present was Laura Gustus (Selectmen's Office).

On-going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: None.
3. Personnel Change/Hiring Notifications: None
4. Review of Previous Meeting Minutes: Minutes of October 6, 2011 (William 1st, Barbara 2nd) and November 10, 2011 (William 1st, Robert 2nd) meetings were approved.

Current Business:

1. Job Description Format Project: Barbara reviewed her progress so far. Town Manager suggested meeting with LPC Chair and Town Manager to review and choose the format to use for job description and the method to input job descriptions into program. Chair will help with the input of descriptions.
2. Discussion on, Review of Progress and Assignments of LPC Initiatives: Chair shared the update of LPC Initiatives. General discussion of progress.
 - Job Descriptions – Barbara & Robert will assist
 - Personnel Evaluations – Robert.
 - Salary Admin. Plan - 1. By-law change/revision tracking – Deb & Laura will assist;
2. Continue to update via Town Meeting Articles – On-going initiative
 - LPC web pages – on-going initiative
 - Discipline Policy – on-going initiative
3. Town Meeting Article – Chair explained how the process of the Class Title was amended. Point values are dropped as they are no longer used and the shaded are includes the position currently in use under the S.A.P. Several positions were added that were previously under contract, including EMT-1, FF/EMT-1, Firefighter/EMT – Call/FT, PACC Coordinator, Planning Director, Sewer Business Manager, and Library Page. Motion to accept the change in class title was unanimously approved (Barbara 1st, William 2nd).
4. Next Meeting Agenda: Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Job Description Format Discussion, Discussion on, Review of Progress and Assignments of LPC Initiatives for 2011, Town Report, Articles for Annual Town Meeting, and Next Meeting Agenda.

The next scheduled meeting will be on December 1, 2011 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Deb 1st, William 2nd) at 6:37 p.m.

Respectfully submitted,

Deborah Christen

Deborah Christen, Secretary

CY 2011-2012

Lunenburg Personnel Committee Initiatives

- 1) Review and standardization of job descriptions

Lead: Barbara

Assist: Robert

- 2) Review, Revise and Document Personnel Evaluation Form & Process

Lead: Robert

- 3) Enhance SAP bylaw change/revision tracking

Lead: Deb

Assist: Laura

Ongoing

- 1) Document and publish SAP bylaw administration related processes

- 2) Continue to bring the LPC Bylaw up to date via articles at town meeting

- First to make consistent with current operational practice

- Second to enhance content

- 3) Populate the LPC Web Pages

- 4) Review Disciplinary Process

Thursday, October 06, 2011

TOWN OF LUNENBURG CLASSIFICATION PLAN ALPHABETICAL LISTING OF CLASS TITLES

CLASS TITLE*	GRADE
Account Clerk	4
Administrative Assessing Assistant	6
Administrative Assistant	8
Assistant Assessor	9
Assistant Town Clerk	8
Assistant Treasurer/Tax Collector	9
Building Inspector	14
Chief Administrative Assistant	13
Council on Aging Director	11
Council on Aging Outreach	6
DPW Director	16
Emergency Services Dispatcher	7
EMT Coordinator	7
Firefighter - Call/FT	7
Firefighter - EMT - Call/FT	7
* Firefighter/EMT - Call/FT	9
Firefighter - Paramedic	9
Firefighter/EMT/LT - Call/FT	10
Firefighter/EMT/Capt - Call/FT	11
Firefighter/EMT/Deputy Chief - Call	12
Head Account Clerk	8
Head Clerk	8
Junior Library Assistant	4
Library Page	1
Meal Site Manager	3
* PACC Coordinator	8
Payroll Coordinator	10
* Planning Director	13
Principal Account Clerk	7
Principal Assessing Clerk	7
Principal Clerk	7
Principal Library Assistant	7
Public Safety Head Clerk Coordinator	10
Senior Account Clerk	6
Senior Assessing Clerk	6
Senior Clerk	6
Senior Library Assistant	6
* Sewer Business Manager	11
Staff Librarian	9
Technology Director	15
Treasurer/Tax Collector	14

+ EMT-I Grade 9

currently under SAP

* new positions

* Class Titles and associated grades may or may not be used for those under union or individual contracts. There are new class titles and some are renamed for clarity.

Changes

- 1) Removed all jobs that did not have a grade - not in use or covered by analysis
- 2) Removed all references to points
- 3) Deleted note on grades - used to explain changes made
- 4) Added PACC Coordinator and Firefighter Paramedic ???

EMT's???